

## **So you're planning a day trip or inviting visitors.**

To ensure that organisation around the event runs smoothly and that every possible step has been taken to reduce risks to students, financial requests on parents, and impacts on school organisation, the following guidelines are to be followed by all staff when proposing and planning an event requiring leaving the school and or financial support from parents.

### **Guidelines**

#### **1. Initial proposal**

- a. (see attached sheet)
- b. Needs to be submitted to the principal a minimum of 4 weeks prior to the event
- c. Principal approves the proposal

#### **2. All relevant documentation needs to be prepared by the organising person/ Team and sighted by the Principal a minimum of 3 weeks prior to the event.**

- a. Permission note
- b. RAM sheet (see attached sheet)
- c. Transport organisation
- d. Roster to cover duties

#### **3. When the Principal approves the documentation students and families can then be told of the event.**

### **Notes:**

1. In the case of large fee paying events such as camps or an activity week, all documentation must be approved a minimum of ten weeks prior to the event to allow parents and caregivers a reasonable amount of time to pay for the activity.
2. All notes generated must be emailed to the Principal. The Principal will then check the documentation and forward the final version to the Office administrator to save and photocopy for teachers.
3. Prior to generating a notice please ask the office administrator if there already happens to be a note that you could work from.